



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Detention Officer I

FLSA: NE

SERVICE: Classified

REVISED: 6/18/07

Summary: Under close supervision, performs security work of routine difficulty to control and care for detainees; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Maintains the safety and security of the staff, detainees, visitors and facility; schedules and supervises detainee activities and maintains discipline; may physically restrain uncooperative or disruptive detainees and take steps to avert fights, assaults, riots and escapes; conducts cell searches for contraband; conducts unit safety checks; monitors cameras, fire extinguishers and smoke detectors; inventories tools and supplies; accounts for detainees under direct supervision; conducts detainee counts to insure accuracy of total detainee population.
- Provides care for detainees; dispenses and oversees meals; provide security for the nursing staff who administers medications and oversees detainee hygiene and showers; schedules medical, counseling, personal and other appointments, and conducts visiting sessions; schedules transportation for appointments and visits outside of the facility; transports and arranges transport for detainees; documents all transports; delivers mail and allows detainees to make personal and legal phone calls.
- Conducts booking and release of detainees; searches detainees; collects and inventories property; completes fingerprints and photos; completes booking forms; upon release, returns all property and notifies victims; distributes records appropriately.
- Researches and assesses criminal history and capabilities; assesses compatibility of each new detainee with others in the facility and assigns cells; re-classifies and re-arranges housing as required by detainee behavior; may supervise and monitor offenders detained under electronic surveillance program.
- Responds to emergency and non-emergency radio calls; interrogates and communicates with victims, witnesses and suspects in incidents; identifies and collects evidence; completes detailed reports and required paperwork.
- Testifies at court hearings and prepares reports and materials requested and subpoenaed by the courts.
- Identifies, attends and conducts training and educational programs and seminars.
- Escorts detainees to and from court appearances and provides security while in court.

Knowledge and Skills:

- Knowledge of state and federal laws, rules and regulations governing correctional institutions.
- Knowledge of search, transportation, detainment and restraint methods and procedures.
- Knowledge of human behavior and various social, economic and cultural backgrounds.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND must have successfully completed the Detention Certification Academy training; AND valid driver's license; AND must be able to successfully pass polygraph, drug test, fingerprinting, and physical test.